

		FILING FREQUENCY	FORM <b>MO W-3</b> (REV. 11-2001)	MISSOURI DEPT. OF REVENUE <b>TRANSMITTAL OF WAGE AND TAX STATEMENTS</b>
		DUE ON OR BEFORE		
MO TAX I.D. NUMBER		TAX YEAR		
FEIN		<div style="display: flex; justify-content: space-between;"> <div> <p><b>1. Total Missouri Income Tax Withheld . . .</b></p> <p><b>2. Number of Form W-2(s)/ 1099-R(s) Issued . . . . .</b></p> </div> <div style="text-align: right;"> <p>\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span> 0 0</p> <p>* <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span></p> </div> </div>		
NAME				
STREET ADDRESS				
CITY, STATE, ZIP CODE				
I have direct control, supervision, or responsibility for filing this report. Under penalties of perjury, I declare it is a true, accurate, and complete report.				
AUTHORIZED SIGNATURE		DATE		
<p><b>MAIL REPORT TO:</b> Missouri Department of Revenue, P.O. Box 3330, Jefferson City, Missouri 65105-3330.</p>				

MO 860-2847 (11-2001) (1891)

**DOR USE ONLY** \*

### INSTRUCTIONS FOR COMPLETING FORM MO W-3 TRANSMITTAL OF WAGE AND TAX STATEMENTS

The Transmittal of Wage and Tax Statements is due on or before February 28, 2003. Copies of all Forms W-2(s) and 1099-R(s) (Copy 1), the magnetic tape, the cartridge, or the diskette must accompany the Form MO W-3, Transmittal of Wage and Tax Statements. A list, preferably an adding machine tape or a computer printout, of the total amount of the income tax withheld as shown on all "Copy 1s" of Form W-2 and Form 1099-R must be included. (If you have 250 or more employees, you must use magnetic media reporting. Specifications for magnetic media reporting are provided in the *Employer's Tax Guide* is provided on our web site. To obtain an *Employer's Tax Guide*, access [www.dor.state.mo.us/tax/business/withhold/forms/](http://www.dor.state.mo.us/tax/business/withhold/forms/), or call (800) 877-6881.)

Send Forms W-2(s) and 1099-R(s), the magnetic tape, the cartridge, or the diskette to the Missouri Department of Revenue in convenient size packages. Each package must be identified with the name and account number of the employer and the packages must be consecutively numbered.

**Do not** include the fourth quarter or 12th month return or payment with the Forms W-2(s) or 1099-R(s), the magnetic tape, the cartridge, or the diskette. The last remittance must be sent separately with Form MO-941, Employer's Return of Income Taxes Withheld.

MO 860-1895 (11-2001)

If you discover your employer withholding tax has been under reported when you complete Form MO W-3, Transmittal of Wage and Tax Statements, you must file the Form MO-941U, Employer's Withholding Tax Underpayment Amended Return that is in your coupon book. (A separate Form MO-941U must be filed for each period affected.) Send the Form MO-941U, with remittance, to the Missouri Department of Revenue, P.O. Box 999, Jefferson City, Missouri 65108-0999.

OR

If you discover your employer withholding tax has been over reported when you complete Form MO W-3, you must file the Form MO-941X, Employer's Withholding Tax Amended Return for Overpayments that is in your coupon book. (A separate Form MO-941X must be filed for each period affected.) Send the Form MO-941X, along with supporting documentation, such as a copy of your payroll ledger or Form W-2(s), to the Missouri Department of Revenue, P.O. Box 999, Jefferson City, Missouri 65108-0999. A refund or credit will be issued by the Director of Revenue for any excess remittance over the actual amount due for a period. You cannot take a credit for any overpayment until you have received an overpayment notice from the Director of Revenue.